

Seaforth Parent Advisory Council Constitution and Bylaws

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Last updated on April 15, 2009
Code of ethics updated on October 4, 2011

CONSTITUTION

SECTION I – NAME

The name of the Association shall be the SEAFORTH PARENT ADVISORY COUNCIL (SPAC).

The Council will operate as a non-profit organization with no personal financial benefit.

SECTION II – PURPOSES OF THE PAC

The purpose of the Council is to support, encourage and improve the quality of education and the well being of students of Seaforth Elementary School.

1. To advise the principal and staff on parents' views on any matter relating to the school — programs, policies, procedures, services, plans, facilities, equipment, learning resources, activities and parent/community education.
2. To communicate with parents and to promote cooperation between the home and school in providing for the education of children.
3. To assist parents in accessing the system and to provide advocacy support for individual children and their parents.
4. To organize PAC activities and events.
5. To raise funds to support the educational programs of the school.
6. To contribute to the effectiveness of the school by promoting the involvement of parents and other community members.

SECTION III – DISSOLUTION

1. In the event of dissolution or winding up of the Council, and after payment of all debts and costs of dissolution or winding up, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No.41 (Burnaby School District) having purposes and objectives similar to those of the Council, and which meet all requirements of the British Columbia Gaming Commission, as the members of the Council may determine at the time of dissolution or winding up. This clause shall be unalterable.
2. In the event of dissolution of the Council, all records of the organization shall be placed under the jurisdiction of School District No. 41 in the person of the principal of the school.

SECTION IV – INTERPRETATION OF TERMS

Parents - the parent(s) or guardian (s) of a child or children in School District No. 41.

Parent Advisory Council - any organized group of parents recognized under the British Columbia School Act.

School - any public elementary or secondary educational institution within School District No. 41 (Burnaby School District).

District - School District No.41 - Burnaby School District.

SD 41 - School District No. 41 - Burnaby School District.

DPAC - the Burnaby District Parent Advisory Council, which is recognized by the Board of Trustees of School District No. 41, to be the umbrella group of Parent Advisory Councils formed or to be formed in each local school.

Community Organizations - groups which demonstrate an interest in education and are not already included in the scope of this constitution.

BYLAWS

SECTION V – MEMBERSHIP IN A PAC

1. All parents and guardians of students registered at Seaforth Elementary School are voting members of the Parent Advisory Council.
2. Administration and staff (teaching and non-teaching) of Seaforth Elementary School may be non-voting members of the Council.
3. Members of the school community who are not parents or guardians of students currently enrolled in the school may be invited to become non-voting members of the Council.
4. At no time shall the Council have more non-voting than voting members.

SECTION VI – MEETINGS

1. Meetings will be conducted efficiently and with fairness to the members present.
2. There shall be an Annual General Meeting (AGM) held in June of each year for the purpose of the election of PAC Executive Officers, school planning members, and to approve the following year's PAC Budget.
3. General meetings shall be held not less than six (6) times per year, one of those being the AGM.

4. Executive meetings may be held anytime or place as deemed necessary. The purpose of executive meetings is to carry on business between general meetings.
5. If procedural problems arise on an issue not covered in these bylaws, Robert's Rules of Order (EDITION) shall be used to resolve the issue.
6. A Council meeting shall not be a forum for the discussion of individual school personnel, students, parents or other individual members of the school community.

SECTION VII – QUORUM AND VOTING

A. Quorum

A quorum for a General Meeting shall consist of a minimum of five voting members of which at least three must be PAC Executive Members. If a quorum is not established, a subsequent meeting must be held within 48 hours with meeting notification delivered to the school population. The voting members present at the second meeting shall constitute a quorum.

B. Voting

1. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote (50% plus 1 vote).
2. In the case of a tie vote, the motion is defeated.
3. Members must vote personally on all matters; voting by proxy shall not be permitted.
4. Voting shall be done by a show of hands, with the exception of the election of officers, which may be done by secret ballot, if requested. A vote shall be taken to destroy the ballots after the election.

SECTION VIII – ELECTION OF EXECUTIVE OFFICERS

1. The executive officers shall be elected from the voting members at the Annual General Meeting. No employee or elected official of the Burnaby school district or Ministry of Education shall hold an executive position.
2. Call for nominations shall be made at the meeting prior to the Annual General Meeting.
3. In the event of a vacancy on the executive during the year, the executive can appoint a new officer who shall hold office until the next election.
4. The Nominations Committee Chairperson shall conduct elections.

5. Three parent representatives to the School Planning Council shall be elected annually from parents of students enrolled in the school, who are not employees of any school district. One of the representatives must be an elected officer of the Parent Advisory Council.
6. The School Planning Council (SPC) Representative shall:
 - a. Be one of three elected SPC representatives
 - b. Represent and speak on behalf of the general PAC membership
 - c. Take direction from the general PAC

SECTION IX – TERM OF OFFICE

1. The term of office shall commence immediately following election at the AGM and shall be for one year.
2. No person may hold any one position for more than four consecutive years.
3. The term of office for School Planning Council representatives shall be one year.

SECTION X – EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers and the immediate Past Chairperson.
2. The Executive Officers may be as follows:
 - A. Chairperson
 - B. Vice-Chairperson(s)
 - C. Secretary
 - D. Treasurer
 - E. District Parent Advisory Council Representative(s) (Director)
 - F. Three or more Members-At-Large (Directors)
 - G. Past Chairperson
 - H. Canadian Parents for French (CPF) Representative (Director)

SECTION XI – DUTIES OF OFFICERS

A. The Chairperson shall:

- a) convene and preside at membership, special and executive meetings
- b) ensure that an agenda is prepared and presented
- c) know the constitution and bylaws and meeting rules
- d) know where to find resources to assist members
- e) appoint committees where authorized to do so by the executive or membership
- f) consult PAC members regularly
- g) ensure that the PAC is represented in school and school district activities

- h) ensure that PAC activities are aimed at achieving the objectives and purposes of the organization
- i) be the official spokesperson for the organization
- j) be a signing officer
- k) submit an annual report

B. The Vice-Chairperson shall:

- a) assume the responsibilities of the Chairperson in the Chairperson's absence or upon request
- b) assist the Chairperson in the performance of his/her duties
- c) accept extra duties as required
- d) may be a signing officer
- e) submit an annual report

C. The Secretary shall:

- a) ensure that members are notified of meetings
- b) record the minutes of general, special and executive meetings
- c) keep an accurate and up-to-date copy of the Constitution and Bylaws and have copies available for members upon request
- d) issue and receive correspondence on behalf of the organization
- e) may be a signing officer
- f) safely keep all records of the Council, and ensure all records are transferred to the incoming council following the June AGM
- g) submit an annual report

D. The Treasurer shall:

- a) be the first signatory on all disbursements
- b) disburse funds authorized by the executive or members
- c) maintain an accurate and updated record of all receipts and expenditures of the Council
- d) deposit all funds collected on behalf of the Council in an account at a recognized financial institution approved by the PAC within 3 business days
- e) with the assistance of the executive, draft a budget and tentative plan of expenditures as per Section XIV
- f) ensure that another signing officer has access to the books in the event of his/her absence
- g) make the following reporting information available at PAC executive meetings and general PAC meetings
 - Cash position
 - Bank reconciliation (including source documentation, such as bank statements)
 - Monthly / annual comparatives of actuals (both revenues and expenditures) with budgets
 - Disclose all details of cash flows (show all items coming in and out of the bank, regardless of source or purpose)

- h) designate an appropriate person to act in his/her absence if the Treasurer can not directly be on hand to process / receive revenues and or disbursements
- i) ensure that all events, particularly those that involve a high volume of transactions, have adequate controls in place to ensure the safe keeping of receipts and disbursements
- j) ensure that reasonable controls are in place at all times, for example, ensuring disbursements have the proper approval prior to releasing funds.
- k) ensure financial records are available for viewing by members upon request
- l) submit the annual financial records at the Annual General Meeting of the Council
- m) ensure financial records are ready for inspection annually by a person appointed by the PAC Executive

E. The District Parent Advisory Council (DPAC) Representative(s) shall:

- a) attend PAC and DPAC meetings
- b) seek and give input on behalf of the PAC to the DPAC
- c) report back to the PAC
- d) submit an annual report to the PAC

F. Members at Large (Directors) shall:

- a) serve in a capacity to be determined by the Council at the time of their election, and at other times throughout their tenure as the needs of the Council require
- b) submit an annual report

G. The Past Chairperson shall:

- a) help smooth the transition between Chairpersons
- b) assist, advise and support the Council
- c) provide information about resources, contacts and other essential information to the Council
- d) act as a consultant for the Chairperson
- e) chair the nominating committee
- f) submit an annual report

H. The Canadian Parents for French (CPF) Representative shall:

- a) be a member of the CPF
- b) attend PAC and CPF-Burnaby Chapter Executive meetings
- c) seek to give input on behalf of the PAC to the CPF
- d) report back to PAC
- e) submit an annual report to PAC

SECTION XII – CODE OF ETHICS

A parent who accepts a position as a PAC Executive Member or PAC Committee Chair/ Event Coordinator:

1. Upholds the constitution and bylaws, policies and procedures of the electing body.
2. Performs her/his duties with honesty and integrity.
3. Works within PAC budget guidelines and seeks guidance from the PAC Treasurer(s) to ensure money is handled appropriately and in a timely manner.
4. Works to ensure that the well being of students is the primary focus of all decisions.
5. Respects the rights of all individuals.
6. Takes direction from the members, ensuring representation processes are in place.
7. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
8. Works to ensure those issues are resolved through due process.
9. Strives to be informed and only passes on information that is reliable.
10. Respects all confidential information, including the rights of individuals to have their contact information kept confidential.
11. Respects generally accepted best practices when using email to communicate with people (e.g., keeps emails short, clear and relevant; always communicates in a respectful manner and does not use profanity; copies only people directly involved with the topic at hand; does not distribute another person's email address without permission, etc.).
12. Supports public education.

Statement of Understanding

I, the undersigned, in accepting a formal position with the Seaforth Parent Advisory Council Executive, Committees, or Events, have read, understood and agreed to abide by the Code of Ethics set out in this document. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name: _____

Position: _____

Signature: _____

Date: _____ Phone #: _____ Email: _____

Note: This page should be photocopied and used yearly for incoming representatives.

SECTION XIII – COMMITTEES

1. Standing and ad hoc committees shall be formed when necessary.
2. A Nominating Committee shall be appointed annually before the Annual General Meeting.
3. Committees are responsible to the executive and members.
4. The PAC executive may appoint members to committees annually.

SECTION XIV – FINANCES

1. A budget and tentative plan of expenditures will be drawn up by the executive and presented for approval before the current budget expires.
2. The executive will present, for approval at a general meeting, all proposed expenditures above and beyond the budget for amounts in excess of \$250.
3. All funds of the organization will be kept on deposit in a bank or financial institution registered under the Bank Act.
4. The executive shall name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.
5. A Treasurer's Report shall be presented at each general meeting.
6. The Treasurer's Report shall be reviewed annually by a person appointed by the executive and approved at the AGM.
7. Members at a general meeting may appoint an auditor.

SECTION XV – CONSTITUTION and BYLAW AMENDMENTS

1. Except as provided in the constitution, the members may, by a majority of not less than 75% of the votes cast, amend the constitution and bylaws of the organization.
2. Written notice of a meeting at which a resolution will be considered to amend the bylaws shall be given to all members in writing at least fourteen (14) days before the meeting.
3. The notice of the meeting shall include the proposed amendments.
4. A constitution or bylaw amendment shall be dated, signed and forwarded to the School Board Office for safekeeping only.

SECTION XVI – REMOVAL OF AN EXECUTIVE OFFICER

1. The members may, by a majority of not less than 75% of the votes cast, remove an executive officer before the expiration of his or her term of office, and may elect a successor to complete the term.
2. Written notice specifying the intention to make a motion to remove the executive officer shall be given to the members not less than fourteen (14) days before the meeting.

SECTION XVII – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence or other papers kept by a member, executive member or committee member in connection with the organization shall be deemed to be property of the organization, and shall be turned over to the president when the member, executive member or committee member ceases to perform the task to which the papers relate.

Adopted by Seaforth PAC at Burnaby, British Columbia, on _____, 2009.

Chairperson

Secretary